QUESTIONS FOR MENTEES AND MENTORING TOOLS/STRATEGIES TO TRANSITION TO STRONG REMOTE MENTORING RELATIONSHIPS

1. Reassess	2. Realign	3. Reimagine
Maintaining effective communication		
What aspects of our in-person communication were working well for you? (What aspects were not working well?)	What communication strategies would you like to continue to use remotely and what new strategies would you like to try?	How would you prefer to communicate remotely? • frequency • synchronous/asynchronous • response times
Mentoring tools and strategies: regularly scheduled synchronous online meetings with shared agendas; communication style inventories; practicing active listening when online; agreeing on preferred ways to connect with a quick question such as a Skype or Slack message or a text		
Aligning expectations		
What were your research and professional priorities before moving to remote work? How were you tracking progress on your priorities?	What adjustments should we consider making to these priorities as a result of the shift to remote work? Have any new needs or realities arisen?	How would you like to track progress on your priorities in a remote working environment? Are there any online tools we could use to facilitate tracking remotely?
Mentoring tools and strategies: mentor–mentee compacts/written plans; scheduled accountability check-ins to reaffirm shared expectations; regular progress reports on remote work		
Assessing understanding		
How did you prefer to ask questions and/or confirm your understanding about research and your training experience before we began to work remotely?	In what ways would you prefer to ask questions and/or confirm your understanding about research and your training experience in the remote environment?	What new tools might we use to ask/answer questions and share perspectives in the remote environment?
Mentoring tools and strategies: online running documents to share questions and answers; instant-messaging tools; a shared commitment to respond to inquiries in a timely manner		
Addressing equity and inclusion		
What did I do in person that supported your connections and collaborations with our research group? What helps you feel a sense of belonging with our research group or gets in the way of this?	How can I help you to stay connected to me and to the research group in a remote working environment? Do you have any circumstances that may make this challenging?	In what new ways could I facilitate our remote research group interactions to ensure everyone engages and feels welcome? What new tools or strategies could we use to stay connected?
Mentoring tools and strategies: regular wellness checks with individual mentees; accommodating individual mentee needs when scheduling online research group meetings; provide opportunities for students to talk about their experiences		
Fostering independence		
To what extent were you comfortable with the degree of independence you had working on your research when we were working in person?	Would you like more or less independence in making and carrying out decisions about your project in the remote work environment?	How can I provide the support and oversight you need to make progress on your research project in a remote working environment?
Mentoring tools and strategies: individual development plans; regular progress reports on remote work; online task management tools		
Promoting professional development		
How clear were your career goals and the timelines for achieving those goals before we began working remotely? What were you doing in person that supported progress toward these goals?	How has working remotely impacted your career goals, the timeline for achieving them, or your ability to engage in activities to make progress toward them?	What can I and/or our research group do to support your career goals and professional development remotely? Is there anything in particular you are worrying about with respect to your future?
Mentoring tools and strategies: individual development plans; mentoring network maps; provide opportunities to discuss the uncertainties of the current and future job market		